

Workplace Alaska

Class Specification Capital Projects Representative

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Class Title: Capital Projects Representative
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Definition:

To provide technical and administrative support to the Projects, Engineering, Technology and Signal (PETS) Division.

Distinguishing Characteristics:

Examples of Duties:

Provides technical support to P.E.T.S. staff in preparing various internal and external reports, to include presentations to the ARRC Board of Directors and executive management. Prepares bar charts, pie charts, scatter diagrams, or similar graphics from information queried from one or more databases. Imports graphics to various reports and Power Point presentations. Provides accurate reporting and analysis by using Microsoft Excel to produce pivot tables, statistical analysis and graphing to support reimbursable and cell phone reporting requirements. Updates and maintains databases as required. Prepares various types of reports and graphics queried from database as needed. Reviews reports and presentations for completeness, consistency of information throughout the report, and that the document is grammatically correct and formatted properly

Provides administrative and project filing and reporting support to the P.E.T.S. staff members. Duties include, but are not limited to, the following: reviews and prioritizes mail; attends meetings to document minutes; prepares minutes of meetings; prepares general office correspondence; coordinates travel arrangements; assists in expense report preparation; coordinates meetings, coordinates special events; ensures time cards are complete and submitted in a timely manner; requisitions office supplies as needed, maintains individual calendars and schedules appointments; reviews and prioritizes e-mails (as requested); and receives, screens, and routes telephone calls for the Department..

Receives and reviews invoices for the P.E.T.S. Division. Provides accounting codes to include project codes, expense accounts, responsibility centers for those invoices received without coding. Audits invoices sent in with accounting codes to ensure accurate cost coding to specific projects and accounts.

May be required to drive to pick up and/or drop off small packages.

Other project support activities as assigned.

Contributes to team effort by accomplishing related duties as needed.

Knowledge, Skills and Abilities:

FACTOR 1: Knowledge Required

High school diploma or GED required. Must have at least three years general office experience. Must be able to type at least 50 wpm and operate a 10-key by sight. Must be technically proficient in MS Projects, MS Access, MS Excel, Power Point, and MS Word. Must be able to query databases, create various graphics, import and export information to and from various software packages. Requires ability to organize information into meaningful and concise reports. Must possess a valid driver's license.

Must have knowledge of ARRC Chart of Accounts and Project Codes. Must have good written communication skills to accurately compose general office correspondence with proper grammar, punctuation, spelling and sentence structure. Must have knowledge of standard office procedures and terminology.

Must have good interpersonal skills to deal with employees, the general public, vendors, and government agencies professionally. Must be able to work with minimum supervision and capable of prioritizing work.

Confidentiality - Because this position is tasked with the departmental filing function, the incumbent must exercise discretion regarding the dissemination of information contained in all departmental documents. Failure at any time to adhere to this basic requirement will result in severe disciplinary action and/or immediate termination of employment.

FACTOR 2: Supervisory Control

Work is performed under the general supervision of the Supervisor Project Support. Must be able to work very independently on technical and administrative duties to prioritize, plan, and organize workflow to meet deadlines. Uses own initiative to handle both routine and non-routine matters. Performance of duties is reviewed from the standpoint of timeliness, appropriateness and conformance with policy and direction.

FACTOR 3: Guidelines

Procedures for performing work have been established for some assignments. Must use initiative and judgment in determining appropriate ARRC or department guidelines, references, and procedures for application to specific tasks or situations. When specific guidelines are not available, must maintain the workflow by studying methods and developing procedures.

FACTOR 4: Complexity

The position involves a wide variety of duties requiring different processes, procedures, and application of rules. The position requires the ability to use personal judgment to react professionally to a wide range of business situations.

FACTOR 5: Scope and Effect

Work is essential to the operation of the P.E.T.S. Division and the ARRC. The work involves the interpretation and application of specific rules, regulations, and procedures which typically comprise a complete segment of any assignment, affects the image of ARRC in the view of the general public and representatives of government agencies. Work involves sensitive and confidential material by arranging delivery, pickup, and processing of project packages.

FACTOR 6: Personal Contacts

Serves as the initial point of contact for visitors/callers to the P.E.T.S Division offices. Contacts are with government officials, business executives, and members of the general public.

FACTOR 7: Purpose of Contact

Contacts are for the purpose of providing directions to the proper individual(s), scheduling meetings, confirming appointments, making travel arrangements, providing/obtaining information, coordinating official railroad business related activities and resolving invoicing questions.

FACTOR 8: Physical Demands

Sedentary office work with occasional travel in the Anchorage area for deliveries and pickup.

FACTOR 9: Work Environment

Corporate office environment. May be required to occasionally travel to meetings outside the Anchorage area.

Minimum Qualifications:

High school diploma or GED required. Must have at least three years general office experience. Must be able to type at least 50 wpm and operate a 10-key by sight. Must be technically proficient in MS Excel and Word. Must have experience using MS PowerPoint, Access, and Projects software applications. Must be able to query databases, create various graphics, and import and export information to and from various software packages. Must have good written communication skills to accurately compose general office correspondence with proper grammar, punctuation, spelling and sentence structure. Must have good interpersonal skills to deal with employees, the general public, vendors, and government agencies professionally. Must be able to work with minimum supervision and capable of prioritizing work. Must possess a valid driver's license.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Did you respond to all of the above listed questions?